



## COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING

**APPROVED**

### Appeals and Grievances Committee Meeting Thursday, April 17, 2003 CPOST Headquarters

#### **In Attendance:**

Bob Kirchner, Commissioner  
Nancy Baldwin, Alt. Commissioner, CYA Hqs  
Mark Veatch, CCPOA  
Sharon Jackson, Commissioner, CDC  
David Bollinger, CCFA-CDC Hqs

Merrie M. Wilson, Recorder, CPOST  
Alex Boatwright, Acting Manager, ASD, CPOST  
Kelly Nielsen, ASD, CPOST  
Kirby Schmitt, Member  
Veronica Lerma, CPOST

#### **I. Introductions**

The Appeals and Grievances Committee meeting was held at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Bob Kirchner, and recorder, Merrie M. Wilson, were present. A quorum being present, the meeting was called to order at 9:10 a.m. Introductions followed.

#### **II. Review and Approval of Minutes**

Mr. Kirchner asked if there were any corrections to the minutes of the Thursday, April 17, 2003 Appeals and Grievances Committee meeting. There being no corrections, Ms. Baldwin moved that the minutes be approved; Mr. Kirchner seconded the motion. A vote was taken and the minutes were approved as written.

#### **III. Apprenticeship Program Credit Request/Review**

The Credit Recommendation report was submitted to the committee for their review. Mr. Bob Kirchner moved to recommend approval of the credit recommendations; motion seconded by Mr. Kirby Schmidt. A vote of the committee members was taken and the recommendation was to approve the following requests for submission to the full Commission.

##### Recommendation for approval:

03-011	03-045	03-046	03-047	03-049
03-050	03-051	03-052	03-053	03-054
03-055	03-056	03-057	03-058	03-059

Credit Requests Denied: None

**IV. Appeals and Grievances – The Appeal of C/O JY (#02-07):**

There was a general discussion of the C/O JY appeal and CPOST staff was asked to write the letter to the LAS regarding the awarding of credit to him, which was approved by CPOST Executive Board on March 13, 2003. However, CPOST has never issued this amount of credit (1 year, 1800 hours), and in the process of writing the letter have found some discrepancies with existing policy and the issue of his credit.

- ❖ Currently, if an apprentice is awarded credit towards their apprenticeship program and they have completed the program, they are entitled to defer their credit towards another apprenticeship program. The possibility of back pay has never been presented as an option.
- ❖ CPOST Credit Policy only allows for a maximum of 480 hours to be taken off of the “Additional Experience” category of the apprenticeship program. Apprentices are still required to complete the minimum number of hours for each work process. There is no guideline that allows for credit to be granted in any of these categories.

The committee members were provided a copy of the current CPOST credit letter that is currently sent to those personnel applying for credit based on previous peace officer experience, training, and/or education received prior to employment within the youth and adult correctional system. The committee members agreed to address in the letter to him that CPOST granted credit of 1 year, 1800 hours (297 hours to be applied to his Correctional Officer apprenticeship and the remainder to be carried over to another apprenticeable classification. As of April 1, 2003, he needed 777 hours to complete his apprenticeship. He previously received credit for 480 hours, which is also applied to this classification. He has met the minimum requirements for hours in the following work process categories:

- ❖ Maintaining Security
- ❖ Supervising Inmates/Non-Custody
- ❖ Escorting/Transporting
- ❖ Report Writing/Record Keeping
- ❖ Additional Experience

The resulting amount of credit must be subtracted from the required 2-year apprenticeship period resulting in the new completion date of March 13, 2003 for him. The LAS must complete an Amended Apprentice Agreement, DAS 1-C, and the amended completion date must be included on the amended agreement.

C/O JY will have available 5 months, 1122 hours that he can apply within a request to the Commission, for credit into another classification at a later date.

**V. Old Business:**

- **Parole/Probation Credit Proposal:** Currently, Parole Agents that enter the apprenticeship program with formalized training, education, or experience that is related to their classification are eligible for credit towards their apprenticeship program. For experiences outside of CDC or CYA, Parole Agents are eligible for up to 3 months and 480 hours of credit to be granted by CPOST. For experiences within CDC or CYA, they

are eligible for up to 1 year and 1800 hours of credit to be granted by their LAS. There is a major conflict and discrepancy statewide in the issuance of credit for the Field Parole Agent Classification.

At the February 27, 2003 meeting, the Appeals and Grievances Committee reviewed the job specifications for California Parole Agents and several California Probation Officers. In this review, a matrix of similarities was created, and it was found that the Parole Agent and Probation Officer job specifications were overlapping in several key areas. Therefore, the Appeals and Grievances Committee is proposing the following change to the credit guidelines for Parole Agents:

**Allow CPOST to grant Parole Agents with previous continuous employment as a California Probation Officer a maximum of 1 year and 1800 hours of credit.**

- ❖ Also allow for any Parole Agent with this experience who entered the academy after January 1, 2002 one month to apply or reapply for the full amount of credit.
- ❖ This change shall only apply to Field Parole Agents.
- ❖ This change will not result in an immediate pay increase or a retroactive pay situation due to the Department of Personnel Administration's range change rules that provide for pay increases after specified lengths of time in each pay range (Merit Salary Adjustments). This change will allow the apprentice to complete the program earlier.

A revised matrix, Credit for Field Parole Agents with California Probation Officer Experience, was presented to the committee members. This matrix explains the number of months and hours that can be awarded for length of qualifying experience, up to a maximum of 1 year and 1800 hours for 5 years or more of qualifying experience.

A motion was made to approve the matrix as presented; the motion was seconded. A vote of committee members was taken and the motion carried.

➤ **Overview of Transfer Credit for All Classifications:**

The Committee will look into and align what the State of California considers as full-time employment for application of CPOST credit.

- **Public Versus Private Employment Criteria and Examination of CCFs:** Mr. David Bollinger, CCF-CDC Training Coordinator, CDC Headquarters came to the meeting seeking information about apprentices and CCF's. He also provided the committee members with a copy of the duty statement for Correctional Counselor I, Community Correctional Facilities Administration, Community Correctional Facilities-Field Assignment.

Members of the Apprenticeship Services Division stated that:

- there is no apprenticeship program for CCI in CCFs
- CCFs are not approved training sites

Mr. Bollinger agreed that:

- KSAs for CCIs in CCFs do not meet CCIs in institution requirements
- CCI classification in CCFs is significantly different than in CDC;

Prior to September 2000, CCF's were part of the Parole Division within CDC. After September 2000, CCF's changed from Parole Division to Institutions Division. In 2002, there were some anticipated facility closures and sudden reopening of CCF's, resulting in the departure of past journey person CCI's and the placement of some new CCI's who may not have completed their apprenticeship. The Committee will investigate and identify impact in the CCF's related to the Apprenticeship Program, will notify the Commission, and make recommendations for future correction.

Mr. Alex Boatwright is to develop a study and file with numbers, names, and locations of impacted employees. At such time the problem is clearly identified a letter to the CDC will be written to identify and suggest procedures to resolve the conflict.

**VI. New Business:** Dates for future meeting of the Appeals and Grievances Committee are as follows:

- Thursday, May 15, 2003
- Thursday, June 26, 2003
- Thursday, July 17, 2003
- Thursday, August 21, 2003

All meetings will convene at 9:00 a.m. and will continue until business is finished. It was also noted that CPOST staff would not be in the office Wednesday, May 7, 2003 due to off-site HeartMath training, and that the next CPOST Executive Board meeting will be convened Thursday, May 8, 2003 at 9:00 a.m. at CPOST Headquarters.

**VII. Adjournment**

There being no further business or discussion, Mr. Kirchner moved to adjourn the meeting; Ms. Baldwin seconded the motion and the meeting was adjourned at 12:50 p.m. The next meeting will convene at 9:00 a.m., Thursday, May 15, 2003 and will continue until business is finished.

Merrie M. Wilson  
Office Technician, CPOST  
Recorder